

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
6:00 p.m., Thursday, November 21, 2013**

**Selectboard:** Brad Holden and Seth Rogers

**Town Staff:** Brian Bigelow, Town Administrator

**Public:** Dan Manz (Essex Rescue), Bob Murphy, Philip & Linda Lewellan, Ron Nedich, Greg Wolf

**6:01 p.m. Public Comment – None.**

**6:02 p.m. Essex Rescue**

In the absence of public comment, by consensus the Board decided to commence discussion with Dan Manz, Executive Director and Greg Wolf of Essex Rescue. Manz distributed a handout which outlines the Goals, Revenue Sources and Expenses of the organization. Underhill is being asked to provide \$5,400 in support for FY14-15. One of Essex Rescue's goals is to equalize the per capita support of their member towns (Essex, Essex Junction, Jericho, Underhill and a portion of Westford).

**6:35 p.m. Bob Murphy, Underhill Energy Committee, re: Underhill Center Post Office**

Murphy gave the Energy Committee's proposal for work at the Underhill Center Post Office. Utilizing volunteer labor the committee would insulate cellar and rebuild the door this year. Alternate heat source will be reviewed next year. Material costs were estimated at \$700.

Seth Friedman moved to authorize the Energy Committee to proceed with their proposal. Brad Holden proposed a friendly amendment to allow a 15% cost overrun above the estimate and seconded. The motion passed 2-0.

**6:42 p.m. New Business**

**Jackson Hill Road** – Ron Nedich, Greg Wolf, Philip and Linda Lewellan attended to and spoke to the petition signed by the residents of Jackson Hill Road. Annual plowing and maintenance for each resident is ~\$500-600. Friedman opined that the deed restriction against asking the Town to take over the road was not as important as the implications of precedent and budget limitations. Act 250 permit questions may arise which the Homeowners Association would have to address in the future.

Town Administrator directed to provide information on the following:

Town cost of road maintenance per mile.

Number of private Roads in town and mileage.

Last private road taken over by Town.

Town Administrator to contact the Town Attorney also regarding questions about deed language and the implications on Act 250 and local subdivision approval. Petitioners and Board agreed to reconvene on January 2, 2014.

**414 Irish Settlement Road** – Proposal had been reviewed and approved by Nate Sullivan, Road Foreman. Seth Friedman moved to approve application of Vermont Electric Cooperative to lay a power line under Irish Settlement Road to service land owned by Nikita Salmon. Brad Holden seconded and the motion passed 2-0. Both Board members signed the application.

**Water Quality Monitoring (Underhill Landfill & Town Highway Garage)** – By consensus the Board agreed to continue with Ross Environmental Associates, Inc. as the contract engineering firm for the required monitoring. Chair signed the work plan and cost estimate.

**Delinquent Tax Sale** – Seth Friedman moved that Finance Officer be appointed to attend the 11/22 Delinquent Tax Sale and bid if there were no other bidders. Brad Holden seconded and the motion passed 2-0.

**Line of Credit Payment Request** – The Board unanimously resolved to pay down the LOC Balance of \$73,808.05 by \$24,938.37 to leave a new LOC balance of \$48,869.68.

**Traffic Control Costs and Revenues** – The Board reviewed the information supplied by the Chittenden County Sheriff's Department through the Town Finance Officer.

**Request of Partial Payment Cilley Hill PW 00010** – The Board unanimously resolved to have the Chair sign the partial payment request letter prepared by the Town Finance Officer. Road Foreman will be contacted for information about construction dates.

**Weight Limits for Highways and Bridges** – Annual VTrans letter to Town Clerk with list of affected infrastructure reviewed and forwarded to Road Foreman.

**Piney Grove Lane** – Engineer's Certification for the subdivision's common elements reviewed.

**Request of Jean Archibald** – Archibald interested in the Selectboard working with the Jericho Selectboard on the disposition of the Underhill-Jericho Fire Department's 'Rivers' property in Jericho. Town Administrator asked to relay the Board's position that the UJFD is contracted by both town's for emergency services but has control over budgetary items only; not assets.

**7:23 p.m. Old Business**

**Doug Robie (LE011) Correspondence** – Selectboard reviewed draft letter declining to fill a portion of the Lower English Settlement Road ditching and provide screening between the Robie and Dame properties.



**Marcy Gibson (NR050) Correspondence** – Town Administrator had contacted Gibson by phone regarding her request to physically block vehicle traffic on the Crane Brook Trail. Seth Friedman to follow up regarding the impact of the trail ordinance.

**Town Highway Garage (LE011) Correspondence** – Town Administrator and Town Road Foreman met with State Fire Marshall Chris Boyd on site. Boyd confirmed that in the event of a fire the spray on insulation would add to the airborne particulates but the greater concern would be the effect of the increased heat to the metal structure and responders. Town Administrator to follow up with the Town's insurer. Friedman to follow up with having the site inspected by a Structural Engineer.

**Town Planner & Zoning Administrator Position** – Planning Commission will be interviewing three candidates for the vacant position on 11/25.

**VT-15 / Underhill Flats Sidewalk Grant**– Consensus of Board to have Chittenden County Regional Planning Commission staff serve as Project Manager for the project. Chair signed letter to that effect to be sent to Wendy Pelletier/Vermont Agency of Transportation.

**Surplus Materials** - Consensus of Board to utilize Contingency Funds to secure 2,000 sandbags to have on hand in the event of an emergency. Bags are currently available to the various States as surplus from Hurricane Sandy. State will make bags available for purchase to Towns. Town Administrator to coordinate with State of Vermont Department of Buildings and General Services.

**8:05 p.m. Warrants and Minutes**

Current period warrants signed by Board.

Review of 11/18/13 Minutes. Seth Friedman moved to approve the minutes of 11/18/2013. Brad Holden seconded and the motion passed 2-0.

Review of 11/07/13 Minutes was tabled for lack of a quorum.

**8:09 p.m. Announcements/Schedule**

Announcement made of next regular Selectboard Meeting scheduled for Dec. 5, 2013.

**8:10 p.m. Adjournment.**

On a motion by Seth Friedman, seconded by Brad Holden the Selectboard adjourns this 11/21/13 meeting. The motion passes 2-0.

Brian Bigelow, Town Administrator  
Read and Approved as submitted/amended

  
\_\_\_\_\_  
Brad Holden, Chair

12/5/2013  
\_\_\_\_\_  
Date